

**SUPPLY, PROCESSING, AND DISTRIBUTION
(SPD) ADVISORY GROUP**

MINUTES

**June 16 - 21, 2002
Phoenix, Arizona**

Attendance:

G. Krump, DAS for OA&MM	A. Talbert – VISN 11
C. Roberson, ADAS, Program. Mgt. & Ops.	C. Hellenbrand VISN 12
B. Osburn, Group Director	K. Williams - VISN 1
R. Breton, Chairman & VISN 1	L. Watts - VISN 16
L. Steeb - VISN 2	R. Rios - VISN 17
S. Britton - VISN 3 (alternate)	P. Dries - VISN 18
L. Brown - VISN 4	C. Carter - VISN 19
T. Stevian - VISN 5	D. Yori-Rogers -VISN 20 (alternate)
L. Poindexter - VISN 6	L. Calara - VISN 21
D. Baugh - VISN 7	T. Bulduc - VISN 23 N
R. Ketterer - VISN 8 (alternate)	B. Alderman – VISN S
P. Humphreys - VISN 9	

Excused:

V. Sok - VISN 8
M. Lyons - VISN 10
D. Berthiaume - VISN 22
L. Danko, Infection Control

I. Welcome Announcements and Roll Call

The meeting was opened by Mr. Osburn who proceeded with the welcome and announcements. The first order of business was announcing to the Group that Mr. Ronald R. Breton had been selected as the new Chairman, SPD Advisory Group, and that Mrs. Vicky Sok was selected as the new Vice Chairman, SPD Advisory Group. New additions to the Group are as follows: Larry Poindexter - VISN 6 (replacing Al Cox), Tona Stevian - VISN 5 (replacing Carol Pearson), and Dennis Haugen - VISN 19 (will be replacing Charles F. Carter).

II. General Business

A. Preparation for Group Presentation - Mr. Roberson greeted the Group. He asked us to look at our current makeup with four subgroups. Do we really need four? Should we look at reorganizing? Do we need a Functional Assessment Group now that its work on the Staffing Module is all

but completed. He wanted to know if we should consider using the Staffing Module during our Business Review Site Visits (BRSVs)? If we did, how would we apply it and who would get the reports? He also asked us to provide him with our recommendations for the sites of our next four meetings. He also wanted to know if the automation group felt they should play a role in coreFLS.

B. Week in Review: Mr. Osburn mentioned the Group would have to attend several key sessions of the Materiel Management Seminar, and that he would like us to meet again in October in conjunction with the American Society for Healthcare Central Service Professionals Annual Conference "Meeting the Challenge, Advancing the Profession" in (San Antonio, TX, Oct 19-22). The SPD Advisory Group meeting would start on the 23rd with our travel day being the 26th. Mr. Osburn touched on the continuing issue of some stations trying to go to an event related expiration system. Our policy on expirations has not changed. Mr. Osburn stated that we should take on the responsibility of educating our managers as to what an expiration date is versus event-related incident. Mr. Osburn emphasized the importance of the Group's attendance at the following sessions: Emergency Pharmacy Caches and VHA Handbook 1761.1. We were unable to attend the latter due to a schedule change. During the week the Group attended the following sessions:

1. Opening Remarks and Introductions
2. Welcome Remarks; Deputy Assistant Secretary for Acquisition and Materiel Management, Mr. Gary J. Krump
3. Welcome Remarks; Associate Deputy Assistant Secretary for Program Management and Operations, Mr. Charles E. Roberson
4. Introduction and Greetings from the Veterans Benefits Administration (VBA), National Cemetery Administration (NCA), and Veterans Health Administration (VHA)
5. Emergency Pharmacy Caches

C. Business Review Site Visits (BRSVs): Mr. Roberson stated that BRSVs are going well. He again reinforced that the BRSVs are meant to be assistance visits and not inspections. He indicated that they would be hiring additional staff so that they could increase the number of BRSVs performed each year. He also mentioned that they would like to expand the BRSVs to include other areas under his control. Mr. Osburn also echoed Mr. Roberson's comment "BRSVs are meant to be assistance visits and not inspections." Mr. Osburn stated that the findings on the BRSVs are still very troublesome to him. They keep finding the same problems, i.e., cardboard boxes, outdates, and noncompliance regarding uniforms. Mr. Osburn stated

that additional VACO staff will enable them to set up a continual BRSV rotation of all facilities based on initial findings. He is looking at a 1-3-5-revisit program. If a station does well in the BRSV, it will fall into the 5-year revisit program. If a station has a poor BRSV, they will be revisited in one year.

D. Mr. Roberson informed the Group that VHA was reorganizing and that we would be going from one Under Secretary to three Under Secretaries. Mr. Roberson also told us that the Procurement Reform Task Force recommendations have been approved and signed. He talked to us about coreFLS and the standardized item file (national) and how it will need to be tied into contracting and IFCAP. Mr. Roberson informed the Group that VHA would be spending \$133,000,000 to purchase and pre-position pharmaceutical/medical supplies at 143 sites for Homeland Defense. These pre-positioned supplies are called Caches. Even though this is a pharmaceutical program, we as representatives in the field for OA&MM need to be part of the program. At some point these supplies will have to be excessed out, and we need to be involved early in order to make that happen.

E. **Single Use Devices (SUDs) and VA Handbook 7176:** We are holding up the release of VA Handbook 7176 until final determination has been reached concerning the issue of reprocessing single use devices. Current regulations state we **will not** reprocess SUDs at this time.

III. **Old Business**

A. **Classification of 0622 Job Series:** As of this meeting, we have not received any determination or notification concerning the status of our request. Mr. Osburn has indicated that he will ask for a desk audit if we do not hear from the Office of Personal Management (OPM) by July 31, 2002.

B. **Distance Learning:** It appears that we will be able to tie our Continuing Education Units (CEU) into the CAMEO system. The Training Group will be working on creating new scripts for future SPD training videos.

C. **Standard Operating Procedures (SOPs) and Training Guides:** Both the Best Practices Group and the Training group are finishing SOPs and guides for placement on the Web Site.

IV. **New Business**

Locations and Dates of our next four meetings:

San Antonio, TX, Oct. 19 - 26, 2002 - ASHCSP and SPD Advisory Group.

Orlando, FL, Feb. 9 - 14, 2003 - Materiel Management Seminar and SPD Advisory Group.

Houston, TX, May 4 - 9, 2003 - Materiel Management Seminar and SPD Advisory Group.

New Orleans, LA, July 27 - Aug 1, 2003 - SPD Advisory Group

A. **NICHSPDP Certification:** Mr. Osburn informed the Group that we would be affiliating VA SPD certification with the National Institute for the Certifications of Healthcare Sterile Processing and Distribution Personnel. The NICHSPDP has agreed to accept all current certified Medical Supply Technicians.

B. **Materiel Dispatch Articles:** Two articles were submitted during the week, one from the Chairman describing the functions of the SPD Advisory Group and one from the Training Group. The one from the Training Group was to inform everyone to be on the lookout for the announcement for this year's nominees for Chief/Materiel Manager Service and Technician of the Year awards program.

C. **Information Technology (IT) Support:** The Automation and Communication Group suggested that all our lap top computer be sent to VACO IT for systems check and, if necessary, perform upgrades. The Group Sponsor asked the Group Director to see if this could be accomplished.

D. New Sub-Group Assignments:

Larry Poindexter - Automation/Communication Group

Tona Stevian - Functional Assessment Group

Denis Haugen - Training Group

Laura Watts - Leader, Training Group

E. Sub-Group Report and Goals for the Week of June 17, 2002

1. **Best Practices:** Forty-four SOPs have been officially published on the SPD Advisory Website. An additional five SOPs have been approved and are ready for placement on the Website. They are as follows:

3003 – Instrument Care and Handling

3005 – Laparoscopic Instrument Care and Handling

6003 – Ethylene Oxide (EtO) Leaks/Spills

6004 – Biological Hazards

6012 – Eyewash Station Maintenance

During the week, eight additional SOPs were completed and submitted to the chairperson and group director for review. These were returned to the Group with recommended changes. They will be electronically forwarded to the group director after the recommended changes have been completed. Those eight SOPs are as follows:

- 1008 – Medical Device Tracking
- 2012 – Manual Washing and Disinfection of Medical Equipment
- 2017 – Cidex OPA Use as High Level Disinfection
- 4012 – Implantable Devices Processing
- 4013 – Outdated Items Checking/Handling
- 6001 – Ethylene Oxide (EtO) Cylinder Changing
- 6009 – Handling and Disposal of Hazardous Waste in SPD
- 7006 – Case Cart Procedures

The Best Practices sub-group has identified seven new SOPs that they will be working on. The new SOPs are as follows:

- 1007 - Quality Improvement in SPD
- 5004 - Point of Use Equipment
- 6011 - Workplace Hazard Communication Program
- 6014 - Recall Procedure for Potentially Hazardous Products
- 6001.1 - Ethylene Oxide (EtO) 100% Canister Changing
- xxxx - Rapid Readout Biological Testing Procedure

Mr. Roberson suggested that the Group should establish some sort of review process to assure that all SOPs are in compliance with current policies and standards. "Loaner Instrumentation" (SOP-3001) will be reviewed. We need to ensure issues such as delivery, receiving, proper inventory, and accounting, along with processing requirements, is met. The position paper on SUDs is ready and will be published as soon as VA Handbook 7176 is released. In addition the Group has completed two News Alerts: Material Safety Data Sheets and Environmental Controls which are awaiting publication in the Materiel Dispatch. There is ongoing work to revise both the SOP 6013, CJD and SOP 1003, Infection Control. The Group is also working on two new SOPs: 6010, Storage, Transport, and Issuance of Medical Compressed Gasses and 7005, JCAHO Standards and Application in SPD. Future projects include writing an article featuring the Best Practices Group to be published in the Materiel Dispatch. The Group will be starting an annual review process of all SOPs. They want to develop a Glossary of acronyms used in the SOPs as a cross-reference. They talked about marketing the SOPs in a book format. Mr. Krump stated that marketing these is not legal. We need to advertise our work so that it can benefit other Federal agencies such as DoD, MEDCOM, and even the private sector, which has access to the web site. We could put the information in our Materiel Dispatch and expand our distribution to include other Federal agencies. The Group will be developing a standard form for the "Early Release of Implantable Devices."

2. Training - The following seven training guides were completed and provided to the Group Director for review prior to placement on the web site:

- 1003 - Environmental Controls
- 1004 - Introduction to Infection Control
- 1011 - Team Building/Human Relations
- 2001 - Introduction to Decontamination
- 2002 - Processing Patient Care Equipment
- 3003 - Decontamination/Preparation Area Start-Up Procedures
- 2003 - Surgical Instrumentation

Training Guide, 1010, Regulatory and Recommending Agencies Governing SPD Activities, was returned to the Training Subgroup for additional research. Training guide, 6002, Safety and Risk Management, is still in progress. Mr. Osburn instructed the Group to be careful to credit the source of their information on all completed documents, or obtain permission to use the information when such permission is required. The Training Subgroup completed the Fiscal Year 02 SPD Chief/Technician of the Year Awards program and submitted the awards for final approval and forwarding to the CLOs. The SPD Self-Evaluation Guide has been updated to include references for each point in the Guide and was reviewed by the Advisory Group. It was provided to the Group Director for final review. The cover letter, IL-90-97-2, is being updated as well and will be provided to the Group Director to accompany the Guide. The Group showed a video on Anti-embolism stockings and asked that it be distributed nationally by VACO. The previously approved Letter of Commendation has been completed for each SPD Advisory Group member. OA&MM will dispatch the letter to each member's facility Director annually during National SPD Week in October. The letter was created in the hopes of emphasizing to each member's facility the importance of this collateral duty. The letter was reviewed by the Group and the Group Director and submitted for final approval. This meeting's article for the Materiel Dispatch, covering the Fiscal Year 2002 Chief/Technician of the Year Awards, was completed and forwarded for publication. A Fiscal Year 2003 Advisory Group meeting sites agenda was completed, reviewed by the Group and provided to the Group Director for approval.

Current projects include:

- (1) Previously approved "How To" tool for use by facilities in hosting seminars
- (2) Previously deferred updated training agenda for a third session of Service Chief/Service Line Managers "New to SPD." The agenda will be sent electronically to the Advisory Group for review.

(3) Previously approved letter of commendation for nonselected national awards nominees was provided to the Group Director for final review.

(4) Assembling a script for use in creating an updated Preparation Room training video.

(5) Reviewing and updating the New Managers Training agenda based on the participant evaluations from the San Antonio session held in January 2002.

(6) Assigning additional training guides to the subgroup members.

3. Functional Assessment: The Functional Assessment Subgroup compiled and presented a spreadsheet to the Group, Group Director, and Chairman showing the final result of the staffing module of those VISNs that replied. The Group also indicated that they felt the algorithm could be adjusted to work for other entities, such as warehouse and purchasing. Once the staffing module has been released to the field, the Group would like to serve as consultants to the SPD to the facilities. The Group would like to see the staffing module used in conjunction with future Business Reviews. The Group will complete an article/letter on the staffing module for publication. We have not received any new information from OPM concerning the classification review we had asked for our GS-0622 series technicians. This review needs to be finalized. The Group has recommended that desk audits be performed at six sites if Mr. Osburn is not contacted by July 31st. Those sites are as follows: San Antonio, TX; Martinsburg, WV; Mountain Home, TN; Minneapolis, MN; Miami, FL; and Tucson, AZ.

4. Automation/Communication: Seven tips were completed and submitted for review and approval as follows:

02-029 - Rationale and Purpose for Tracking Mobile Patient Care Equipment

02-030 - Purchasing rather than Rental of Medical Gas Cylinders

02-031 - Monitoring OPA/Gluteraldehyde Concentration Sticks

02-032 - Test for Color Blindness

02-033 - Accessing the Internet/Intranet

02-034 - Removal of Excess From Primary

02-035 - Adjust Levels to Account for Lag Time

The Group completed the SPD Advisory membership phone list. The alternate list will be completed when replacements are assigned for existing vacancies. The expanded telephone directory for all stations has been updated with submitted information and will be completed by the next Group meeting. Mr. Roberson reminded the Group of the importance of keeping these alignment listings current. In many cases, it's the only way VACO can determine which SPD functions are located at each facility. On

standardization, the group will be contacting each facility and asking them to provide a list of their top items used exclusively in SPD, which have not already been standardized. The listing will be submitted for possible standardization. The Group will continue to monitor and report hits on the AG web site for each section. The Group has agreed to send out advance reminders of future meetings, calls (hot lines), and issues that will affect the SPD Advisory members. Each group member has agreed to submit an article for the Materiel Dispatch. The Group has also indicated that they should have a role in coreFLS, with group participation on the Case Carts, Item Master File, Master Item File, and ward inventories. They would like to get together with the Functional Configuration Group leaders to see what assistance they can provide. The Group also indicated that they would like to also assist in the Recertification program by tracking, reporting, and requesting CEU updates from the facilities. The Group felt it was very important that we have copier and fax capability at our meeting sites. They requested that a fax/copier either be purchased or that one be made available for all future meetings.

RECOMMENDATIONS

RECOMMENDATION 14.1:

Fiscal Year 2002 SPD Chief/MMS and Technician of the Year Awards program be approved and forwarded to the CLOs by July 10, 2002.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.2:

Fiscal Year 2002 SPD Chief/Technician of the Year Awards program package be put on the Advisory Group web site. The SPD Advisory Group members will send an e-mail to their VISNs informing them of the program and to be looking for it.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.3:

Letter of Commendation for SPD Advisory Group members be approved and sent to each member's facility Director by September 20, 2002.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.4:

Per the Advisory Group Sponsor, a Certificate of Appointment is initiated for new members of the Group.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.5:

Alternate Group Members be included in the monthly SPD Advisory Group conference calls.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.6:

SPD Advisory Group meeting sites for Fiscal Year 2003 submission be finalized and approved.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.7:

Anti-embolism stockings study video is considered by VA Headquarters for national dissemination.

Approved X Disapproved Deferred Other

ACTION: Training Subgroup

RECOMMENDATION 14.8:

The Functional Assessment Group recommends that once the staffing module has been released to the field, that they will serve as consultants to the SPD Advisory Group members and to the facilities.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.9:

A pilot of the Staffing Module in conjunction with at least two or more Business Reviews is utilized before the cover letter and module is released to the CLOs and Facility Directors. This pilot will assist in the evaluation of workload and deficiencies found. The staffing module will be prepared prior to the Business Review. The BRSV Team will give feedback to the

Functional Assessment group to see if the Staffing Module was a beneficial tool in the BRSV process.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.10:

Veterans Affairs Central Office (IT) services the Advisory Group laptop computers.

Approved X Disapproved Deferred Other

RECOMMENDATION 14.11:

A copier/scanner/fax machine should either be purchased or made available for our meetings.

Approved X Disapproved Deferred Other

ACTION: Automation and Communication Subgroup

Chairman:

After reviewing the current make up (four sub-groups) of the SPD Advisory Group, it was determine that at this time we do not recommend a structure change. We will re-visit this issue again at our next meeting, scheduled for San Antonio, TX

Next meeting – San Antonio, TX the week of October 19th – 25th, 2002

_____/S/_____
Ronald R. Breton
Chairperson

_____/S/_____
Gary J. Krump
Deputy Assistant Secretary, OA&MM

_____/S?_____
Bobby Osburn
Group Director